

(ii) Powers and Duties of Officers and Employees

Duties and functions of officers and officials of Home Guards and Civil Defence:

At Headquarter Level

1. Commandant General, Home Guards & Director Civil Defence: He is the head of the Department.
2. Deputy Commandant General Home Guards & Deputy Director Civil Defence: Assists the Commandant General in day-to-day functioning and administration of the department. He is also the appointing and punishing authority in respect of all subordinate officials of Group 'D' and officials upto the rank of to Platoon Commander of Group 'C'.
3. Senior Staff Officers: Assist the Commandant General in the establishment and financial matters.
4. Junior Staff Officer : Assists the Commandant General in regulating enrolment, training and deployment of Home Guards volunteers.
5. Deputy Superintendent (Office) : Presently, the senior-most official in the ministerial cadre, he is responsible for opening the dak/communication/letters received from other offices. He is also responsible to mark the dak amongst dealing Assistants of concerned branches.

Combined Training Institute

1. Commandant, Combined Training Institute: He acts as the Head of office.

He is responsible for organizing and conducting various cadre courses as per the training programme and syllabus laid down by State Headquarters.

2. Chief Instructor: He is responsible for training /administrative matters.
3. Senior Instructors: They work under the guidelines of the Chief Instructor.

At District level

Home Guards

1. District Commandant :
 - (a) He acts as the Head of Office in the district.
 - (b) He is responsible for calling out Home Guards for various duties as per the requirement of District Administration subject to the final approval/sanction of the Commandant General.
 - (c) He is responsible for enrolment, maintenance of record, training, discipline and welfare of Home Guards volunteers in his district.
2. Company Commander :
 - (a) Incharge of a Company of Home Guards Volunteers.
 - (b) He is responsible for assisting the District Commandant in the call-out and deployment of Home Guards and other administration-related functions.
 - (c) He is responsible for accounting and maintaining Company stores.

(d) He is responsible for mustering Home Guard volunteers as and when directed by the District Commandant and for this purpose he is required to keep in constant contact with those volunteers in his Company who are not on call up duty.

Civil Defence

1. Controller : He acts as the Head of office in the district.

2. Deputy Controller: He looks after the administrative and financial matters.

3. Store Superintendent: He is responsible for assisting the Deputy Controller and for maintaining the Civil Defence stores.